

Jefferson County Farmland Protection Board

Board Meeting.....Monday, June 11, 2018
Jefferson County Public Services Building/ Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

AGENDA

5:00 pmCall to Order and Opening Remarks * Action item

Introduction of Guests:

Approval of Minutes of Previous Meeting: May 14, 2018 *

Treasurer's Report *

Administrator's Report

New Business:

Consider for approval: That the Board authorize Elizabeth Wheeler, program director, to sign required federal forms in order to expedite NRCS and ABPP funded conservation easements that have been approved for Board funding, including CPA-41, CPA-41A, SF-424, SF-424A, SF-424B, Certification Regarding Lobbying, SF-LLL (Disclosure of Lobbying), AD-3031 (Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants), CPA-230 (519.90 Exhibit K – Confirmation of Matching Funds) *

Consider for approval: That the Board accept the NRCS selection of Property JJJ (290 acres) for FY18 ALE funding match of \$580,792.80 to be matched by the Board for \$580,792.80 *

Consider for approval: That the Board accept the NRCS selection of Property HHH (278 acres) for FY18 RCPP funding match of \$241,747 to be matched by the Board for \$621,200 *

Consider for approval: Proposal by the owner of property under the Ellis Deed of Easement, to repair and pave the driveway on the property that presently is covered on different sections with asphalt and with gravel. *

Consider for approval: Bid from Keller Engineering for surveying services for Property LLL, for \$10,400. *

Committee Reports

Easement Committee

Finance Committee

Fundraising and Public Relations Committee

Personnel Committee/ Board Development

Strategic Plan Committee

7:00 pm ----- Adjourn

All Farmland Protection Board meetings are open to the public.

To address the Board, contact Elizabeth Wheeler to be placed on the agenda.

Email: Jefferson@wvfp.org Phone: (304) 724-1414

Jefferson County Farmland Protection Board

Board Meeting.....Monday, June 11, 2018
Jefferson County Public Services Building/ Development Authority Conference Room
1948 Wiltshire Rd, Kearneysville, WV 25430

Meeting Minutes

5:00 pmCall to Order and Opening Remarks * Action item

- Meeting called to order by President, Mr. Glen
- Attending the meeting were Mr. Glenn, Mr. Diehl, Ms. Tabb, Ms. McDonald, Mr. Kercheval, Mr. Obers and Ms. Wheeler. Absent – Mr. Quinn

Introduction of Guests:

- None

Approval of Minutes of Previous Meeting: May 14, 2018 *

Hearing no comments or objections, the minutes were approved by unanimous consent.

Treasurer's Report *

- Ms. Wheeler presented the Treasurer's report for May, 2018 and noted that the Gap View Celebration expenses totaled \$3,327.00 and donations received were \$5,100.00.

Hearing no comments or objections, the minutes were approved by unanimous consent.

Administrator's Report

In addition to the report, Ms. Wheeler noted that the board needed to create the FY19 budget.

New Business:

Consider for approval: That the Board authorize Elizabeth Wheeler, program director, to sign required federal forms in order to expedite NRCS and ABPP funded conservation easements that have been approved for Board funding, including CPA-41, CPA-41A, SF-424, SF-424A, SF-424B, Certification Regarding Lobbying, SF-LLL (Disclosure of Lobbying), AD-3031 (Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants), CPA-230 (519.90 Exhibit K – Confirmation of Matching Funds) *

Ms. McDonald moved to grant authority to Ms. Wheeler to sign required federal forms in order to expedite NRCS and ABPP funded conservation easements that have been approved for Board funding, including CPA-41, CPA-41A, SF-424, SF-424A, SF-424B, Certification Regarding Lobbying, SF-LLL (Disclosure of Lobbying), AD-3031 (Assurance Regarding Felony Conviction or Tax Delinquent Status for Corporate Applicants), CPA-230 (519.90 Exhibit K – Confirmation of Matching Funds). Mr. Ober seconded the motion which passed unanimously.

Consider for approval: That the Board accept the NRCS selection of Property JJJ (290 acres) for FY18 ALE funding match of \$580,792.80 to be matched by the Board for \$580,792.80. *

Mr. Ober moved to accept the NRCS selection of Property JJJ (290 acres) for FY18 ALE funding match of \$580,792.80 to be matched by the Board for \$580,792.80. Mr. Kercheval seconded the motion which passed unanimously.

Consider for approval: That the Board accept the NRCS selection of Property HHH (278 acres) for FY18 RCPP funding match of \$241,747 to be matched by the Board for \$621,200 *

Mr. Ober moved to accept the NRCS selection of Property HHH (278 acres) for FY18 RCPP funding of \$241,747 and the Board to pay the balance of \$621,200. Mr. Kercheval seconded the motion which passed unanimously.

Consider for approval: Proposal by the owner of property under the Ellis Deed of Easement, to repair and pave the driveway on the property that presently is covered on different sections with asphalt and with gravel. *

Ms. McDonald moved to approve the owner paving the entire driveway with asphalt. Mr. Ober seconded the motion which passed unanimously.

Consider for approval: Bid from Keller Engineering for surveying services for Property LLL, for \$10,400. *

Ms. McDonald moved to approve the bid from Keller Engineering for surveying services for Property LLL, for \$10,400. Mr. Kercheval seconded the motion which passed unanimously.

The meeting adjourned at 6:00 pm.

Respectfully submitted,

Jane Tabb, secretary pro tem

Jefferson County Farmland Protection Board

07/23/18

Balance Sheet

Accrual Basis

As of June 30, 2018

	Jun 30, 18
ASSETS	
Current Assets	
Checking/Savings	
BCT - ICS	3,015,612.81
BCT - Easement Acquisition Fund	48,241.54
Bank of Charles Town	82,363.15
BCT - Fundraising Account	1,016.05
BCT - Stewardship Account	12,730.78
Total Checking/Savings	3,159,964.33
Other Current Assets	
Transfer Taxes Receivable	83,015.45
Legal Retainer	3,000.00
Total Other Current Assets	86,015.45
Total Current Assets	3,245,979.78
Fixed Assets	
Computer Equipment	1,663.73
Total Fixed Assets	1,663.73
TOTAL ASSETS	3,247,643.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	78.75
Total Accounts Payable	78.75
Total Current Liabilities	78.75
Total Liabilities	78.75
Equity	
Reserved for Encumbrances	1,822,699.50
Reserved for Farmland Protect.	571,250.75
Net Income	853,614.51
Total Equity	3,247,564.76
TOTAL LIABILITIES & EQUITY	3,247,643.51

Jefferson County Farmland Protection Board

7/23/2018 4:06 PM

Register: Bank of Charles Town

From 06/01/2018 through 06/30/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/22/2018			Transfer Taxes Receiva...	Deposit		X	77,548.67	221,347.71
06/22/2018			BCT - ICS	Funds Transfer	71,697.71	X		149,650.00
06/25/2018	3972	Torri Martin	Professional Fees:Cons...	016	404.70			149,245.30
06/25/2018	3973	Progressive Printing	Printing and Reproduct...	59535	201.60			149,043.70
06/29/2018	3974	Sheriff of Jefferson C...	Due to County Commi...	E. Wheeler Sal...	65,467.44			83,576.26
06/29/2018	3975	Elizabeth Wheeler	-split-	June Expenses	162.05			83,414.21
06/29/2018	3976	United Bankcard	Professional Fees:Com...	June P-Card W...	39.00			83,375.21
06/29/2018	3977	Jefferson County De...	Professional Fees:Com...	Reimburse FY...	1,090.53			82,284.68
06/30/2018			Interest/Dividends	Interest		X	78.47	82,363.15

Jefferson County Farmland Protection Board

Administrator's Monthly Report ... June 11, 2018

Easement Progress:

- EEE ALE Plan approved by NRCS and signed by landowner. ALE Plan for ZZ pending. Title commitment extended for both properties because closing will occur after June 1 (the expiration date for the current commitments).
- 2014-15 RCPP picks: HHH (278 acres), III (243 acres). Submitted to NRCS in May 2017. NRCS staff selected HHH, rejected III because of "title issues" that it will not divulge per its agreement with WVU Law Clinic. (See letter)

Easement Applicants:

- MMM: a possible Civil War Trust/ABPP applicant, or a DEP 319 Grant candidate. The Board may consider alternative scenarios for protection and offers.

Easement Inquiries:

May 21 - 240 acres Shenandoah Junction. Owner first inquired in 2013. Possible 50% local only purchase.

May 21 - 50 acres, Shepherdstown. Owner first inquired in 2014.

May 21 - 60 acres, Kabletown, part of 285 ac+, 220 ac in Clarke Co. VA.

June 4 - 37 acres, Shepherdstown, 800 feet on Potomac, ¼ mile from Olcott.

Easement policy/ issues: New WV Template approved by NRCS HQ that includes IRS language and removes "bird" language.

Administration:

- Easement amendments/corrections for Shannon Donley, Sam Donley, Richard Latterell, Stine, Printz.
- New Board members. Two positions will complete terms in August 2018. Farmer, Soil Conservation District, and non-farmer.
- Document storage: Transferred all files to our office on June 1, and need assistance with moving remaining items to new storage area. Have not heard from Maintenance about arrangements to move to storage in Engineering, Planning & Zoning.
- Meeting with attorney Randy Conrad June 12 to brief on easement process, start files on WW and JJJ (ACEP/ALE) and HHH (RCPP)
- Cooperative agreements for NRCS-funded properties are not yet executed.

Fundraising/outreach: May 20 Gap View Farm Event, 150 RSVPs.

- \$5,110 in donations.
- Spirit of Jefferson article on May 30.

Projects in process:

- Annual report – cancelled for 2017, Design format to be utilized for 2018.
- Technical Service Provider Grant: awaiting notification of decision.

Events/Meetings:

June 1: Chesapeake Bay Watershed Implementation Plan meeting w/ E. Panhandle governmental agencies.

June 7: Meeting with Kit McGinnis (Claymont), Mark Schiavone, Lavonne Paden, Matt Pennington, Grant Smith to brainstorm possible approaches to the current corporate owner of Huntfield (NVR MS Cavalier) for protection of abutting Bullskin wetland, and transfer of 6 +/- acres of Byrd House property promised to Claymont in MOU.

June 8: Attended Active Shooter Preparedness Course at BSR in Summit Point.

Time off Request: 18 days of vacation accumulated. Propose to take off 16 days in 2 day per week segments in June, July & August, (Thursday and Friday, or Monday and Tuesday) in order to prepare for my father's arrival. I would coordinate the days taken to manage obligations to the program.